



CITY OF BRANSON
PLANNING & DEVELOPMENT
110 W MADDUX ST, SUITE 215
PHONE: (417) 337-8535
FAX: (417) 334-2391

FOR OFFICE USE ONLY: Project No. _____
FEE & CODE: \$350.00 _____ APSP
DATE & INITIALS: _____
PAYMENT TYPE: <input type="checkbox"/> CASH Receipt # _____
<input type="checkbox"/> CHECK # _____
<input type="checkbox"/> CREDIT CARD REF # _____
PUBLIC NOTICE DATE: _____
PUBLIC HEARING DATE: _____ @ 7:30 PM

AMENDED PRELIMINARY SUBDIVISION PLAT APPLICATION

Applicant Name (Please Print): _____

Applicant Address: _____

Phone Number: _____ **Fax Number:** _____ **Email:** _____

Applicant requests that the preliminary subdivision plat submitted with this application be approved as required by Chapter 66 of the Branson Municipal Code for the following legally described property:

Street Address: _____

Subdivision Name: _____

REQUIRED INFORMATION TO BE INCLUDED BEFORE APPLICATION WILL BE ACCEPTED

☒ Please attach a recent copy of the **WARRANTY DEED/DEED OF TRUST**

☒ Please include five (5) paper copies, including a vicinity sketch, of the proposed subdivision.

Restrictions: (Note: zoning WILL NOT supersede deed restriction(s), if any.)

☐ No deed restrictions

☐ A list of restrictions have been attached.

PROPERTY OWNER/AGENT INFORMATION

Owner's Name (Please Print): _____

Owner's Address: _____

Phone Number: _____ **Fax Number:** _____ **Email:** _____

Owner's Signature: _____

Agent's Name (Please Print): _____

Agent's Address: _____

Phone Number: _____ **Fax Number:** _____ **Email:** _____

Agent's Signature: _____

ACKNOWLEDGMENT OF PROPERTY OWNER

STATE OF _____)
) SS.
COUNTY OF _____)

On this ____ day of _____, 20____, before me personally appeared _____, to me known to be the person described in and who executed the foregoing application, and acknowledged that he/she executed the same as his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in _____, _____ the day and year first above written.

/s/ _____
Notary Public

My term expires _____

DIVISION 2. PLATS

Sec. 66-61. Approvals necessary for acceptance of plats.

Before any plat shall be recorded or be of any validity, it shall have been presented to the planning and zoning commission and approved by the board of aldermen as having fulfilled the requirements of this article and all other applicable ordinances.

(Code 1988, § 430.040; Code 1996, § 430.040; Ord. No. 91-13, § 430.040, 3-25-1991)

Sec. 66-62. Submission and approval of preliminary plats.

(a) *Review and filing of plat.* Subdividers shall submit for review, to the director of planning and development, a subdivision plat as further described in this section. Submission of a subdivision preliminary plat and payment of the filing fee shall constitute formal filing of a plat with the city; however, a final plat shall be required in accordance with the regulations outlined in this division. As far as may be practical on the basis of the preliminary plat, the city engineer will, in writing, advise the subdivider as promptly as possible of the extent to which the proposed subdivision conforms to the design standards in this article and will discuss possible modifications if necessary to secure conformance.

(b) *Preparation and submission of plat.* After reaching preliminary conclusions regarding the proposed subdivision as provided, the subdivider shall prepare and submit a preliminary plat, together with any necessary supplementary information.

(1) *Filing.* Five paper copies of a preliminary plat, including a vicinity sketch, of any proposed subdivision shall be filed with the director of planning and development at least 32 days prior to a meeting of the planning and zoning commission at which consideration is requested.

(2) *Fees.* The preliminary plat shall be submitted to the office of planning and development and shall be accompanied by an application fee as follows:

Subdivision, preliminary plat:

Base fee: No charge.

Base fee per lot: No charge.

(3) *Contents.* The preliminary plat shall contain the following information:

a. Proposed name of subdivision. Names shall not duplicate or too closely resemble names of existing subdivisions.

b. Location of boundary lines in relation to section, quarter section or quarter-quarter section lines and any adjacent corporate boundaries, comprising a legal description of the property.

c. Names and addresses of the developer and the surveyor, engineer or landscape architect preparing the preliminary plat.

d. Scale of plat, one inch equals 100 feet, except that where the size of the ownership is such that an unwieldy sheet size would be required a scale of one inch equals 200 feet shall be used.

e. Date and north point.

f. Existing conditions on the proposed subdivision site and adjacent to the site within 200 feet of the property lines.

g. Locations, width and name of each existing or platted street or other public way,

railroad and utility right-of-way, parks and other public open spaces, and permanent buildings, within or adjacent to the proposed subdivision.

1. All existing sewers, water mains, gas mains, culverts, or other underground installations within the proposed subdivision or adjacent thereto, with pipe size, grades and locations shown.
2. Names of adjacent subdivisions and owners of adjacent parcels of unsubdivided land.
3. Topography (unless specifically waived) with contour intervals of not more than five feet, refer elevation to USGS datum; also the locations of watercourses, floodplains, ravines, bridges, lakes, and wooded areas, approximate acreage, and such other existing features as may be pertinent on the site and adjacent to the proposed subdivision. In areas where grades are gentle the city engineer may require a lesser contour interval.
4. Special features (such as ponds, dams, steep slopes or unusual geology) or unusual history (such as former dumps, fill areas or lagoons), must be identified by the applicant. The applicant will be required to provide professional analysis of these conditions to address questions related to the proposed subdivision.

h. Proposed development.

1. The general location, width and name of proposed streets, roadways, alleys, pedestrian ways and easements. Street names shall not closely duplicate or resemble names of existing streets.
2. The general location and character of all adjacent existing public utility lines, including sewers (storm and sanitary), water lines, and power lines.
3. Layout, number and approximate dimensions of lots.
4. Location and size of proposed parks, playground, churches, or school sites or other special uses of land to be considered for public use, or to be reserved by deed or covenant for the use of all property owners in the subdivision.
5. Indication of any lots on which use other than residential is proposed by the subdivider.
6. Off-site impacts of preliminary plats will be evaluated. The applicant may be required to furnish engineering studies or revised layouts in response to identified off-site impacts.

- i. A vicinity sketch (location map), at a legible scale to show the relation of the plat to surroundings, shall be shown on the preliminary plat. Utility connections too remote to be shown on the preliminary plat shall be shown on this sketch.

(4) *Plat approval by board.* The planning and zoning commission will recommend action on preliminary plats to the board of aldermen. Approval or disapproval of the preliminary plat will be by board of aldermen resolution, a copy of which will be conveyed to the subdivider in writing after the meeting of the board of aldermen at which such plat was considered. In case the plat is disapproved, the subdivider shall be notified of the reasons for such action and what requirements will be necessary to meet the approval of the board of aldermen. The approval of the preliminary plat does not constitute an acceptance of the subdivision but is deemed to be an authorization to proceed with the preparation of the final plat. This approval of the preliminary plat shall be only effective for a period of two years, unless reasonable progress has been demonstrated.

(Code 1988, § 430.070; Code 1996, § 430.070; Ord. No. 91-13, § 430.070, 3-25-1991; Ord. No. 99-959, § 15, 10-11-1999)

Sec. 66-63. Submission of public works elements.

(a) Upon approval of the preliminary plat by the planning and zoning commission, the subdivider shall prepare and submit to the city engineer the following:

- (1) Three prints of preliminary plans and profiles of all public streets, showing sidewalks, proposed streetlight locations, and landscaping as required by section 66-122(d).
- (2) Three prints of preliminary plans and profiles of sanitary sewers.
- (3) Three prints of preliminary stormwater plans including culverts, bridges, underground pipe, improved channels and natural waterways where appropriate. Drainage easements shall also be shown in preliminary fashion in the plan. Hydrology calculations shall be based upon a 25-year design or regulatory flood in commercially zoned areas and a ten-year design or regulatory flood in residentially zoned areas that are not downstream from any commercially zoned areas in conformance with section 66-95.
- (4) For areas of the property with slopes of two to one or greater, three prints showing proposed slope treatments including the location of any retaining walls. All proposed slope management techniques shall conform to section 66-97.
- (5) Three prints of preliminary water supply and distribution plan, and a letter of approval from the local agency for the water supply.
- (6) Three prints of a public facilities plan depicting the location and size of any park, school or other public lands to be dedicated or otherwise set aside for public ownership and use.
- (7) Three copies of an environmental site assessment addressing the following:
 - a. Is any part of the property impacted by a defined floodplain?
 - b. Are any existing or proposed utilities affected by or affecting the drainage design?
 - c. Are there any existing bodies of water downstream from areas proposed to be graded?
 - d. Does the existing or proposed site topography result in surface water runoff reaching an erosive velocity?
 - e. On a generalized site map, depict the following information: how upstream drainage will be routed through the property, the location of all proposed points of release for runoff from the development and a narrative description of any proposed management methods, and those areas of the site which will be disturbed during site grading.

(b) Based on the information required by subsection (a) of this section, the city engineer may require the preparation and submittal of three copies of a complete drainage plan and grading/erosion control plan in accordance with requirements of sections 66-95 and 66-96.

(c) The city engineer and other appropriate officials shall review these documents and submit the documents to the appropriate board and committees with technical recommendations. The planning and zoning commission shall not approve a final plat until all public works elements have been designed and compliance with this section is certified by the city engineer.

(Code 1988, § 430.080; Code 1996, § 430.080; Ord. No. 91-13, § 430.080, 3-25-1991)

Sec. 66-64. Submission and approval of final plat.

(a) *Submission.* After approval of the preliminary plat and public works elements, the subdivider shall prepare and submit to the commission a final plat for recording purposes, together with other supplementary information and certificates. The final plat shall be submitted at least 30 days prior to a regular meeting of the commission. Six prints on paper shall be submitted. Upon approval two final prints on mylar and five prints on paper will be required for recording.

(b) *Fees.* The final plat shall be submitted to the office of planning and development and shall be accompanied by a fee as follows:

Subdivision, final plat:

Base fee . . . \$ 5.00

Plus fee per lot . . . 0.25

Maximum fee . . . 25.00

(c) *Review.* The director of planning and development and city engineer shall review the final plats and submit the final plats to the commission for its review and report. In recommending approval or disapproval of the final plat, the commission shall give attention to the public works review report, compliance with the preliminary plat, and technical recommendations of the city engineer. The applicant shall also submit the final plat to those utility companies or agencies involved for their review of the pattern and dimensions of the proposed easements. Utility companies or agencies shall include Empire Electric or White River Valley Electric Cooperative, the local telephone company, the local cable television company, and the city public works department.

(d) *Required improvements or guarantees prior to final approval.*

(1) Prior to the final reading of the ordinance approving the final plat, the subdivider shall take out all public works permits and provide satisfactory security in the form of a bond, cash escrow or other securities guaranteeing the installation of the improvements and provide a bond in conformance with section 66-123. The subdivider may construct any or all of the permitted public works elements without submission of the security. However, the city will not accept any of the infrastructure until the final plat is recorded and the maintenance guarantee is provided as required in section 66-123. No building permit shall be issued by the city for any lot within the city limits until the required minimum improvements for streets and water are completed in accordance with sections 66-122(b) and 66-122(i).

(2) Any escrow amount held by the city to secure actual construction and installation on each component of the improvements or utilities shall be released within 30 days of completion of each category of improvement or utility work to be installed, minus a maximum retention of five percent, which shall be released upon completion of all improvements and utility work. Any such category of improvement or utility work shall be deemed to be completed upon certification by the city that the project is complete in accordance with the ordinances of the city, including the filing of all documentation and certifications required by the city in complete and acceptable form. The release shall be deemed effective when the escrow funds are duly posted with the United States Postal Service or other agreed-upon delivery service or when the escrow funds are hand-delivered to an authorized person or place as specified by the owner or developer.

(3) No surety bond shall be accepted unless it be enforceable or payable to the city or its agent in a sum at least equal to the cost of constructing the improvements as estimated by the city engineer and in form with surety and conditions approved by the city attorney.

(e) *Action.* After receiving the recommendation of the planning and zoning commission, the final plat shall be submitted to the board of aldermen for its action. The board of aldermen may specify changes or modifications therein which it deems necessary and may make its approval subject to such alterations. The action of the board shall be by ordinance, which ordinance shall include approval of the final plat for recording. In case of planning and zoning commission disapproval, the subdivider may appeal, present the final plat to the board of aldermen and seek approval. Upon approval by the board of aldermen by ordinances duly passed, such approval shall be endorsed on two copies on mylar and five copies on paper, under the hand of the city clerk and the seal of the city.

(f) *Filing.* The planning and development department shall record the approved plat within 30 days provided all permits for public works improvements have been issued and the improvements either completed or the security received. The subdivider shall pay all fees associated with the recording of the final plat.

(g) *Form.* The final plat prepared for recording purpose shall be drawn at a scale of one inch per 100 feet. The size of sheets on which such final plats are submitted shall be 18 by 24 inches. If more than two sheets are required, an index map showing the entire development shall be shown on each sheet, along with appropriate match lines.

(h) *Information.* The final plat shall show and contain the following information:

- (1) Name of subdivision.
- (2) Location by section, township, range, county and state, including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions of second order surveying accuracy. All calculations shall be furnished showing bearing and distances of all boundary lines and lot lines and the square foot area of each lot.
- (3) Location of boundaries in accordance with the following standards: Third Order, Class I as defined in the current Classification Standards of Accuracy and Specifications for Geodetic Control Surveys, 10 CSR 30-4, Missouri Code of State Regulations. The subdivision survey shall conform to the procedures as defined in the current Minimum Standards of Property Boundary Surveys, 10 CSR 30-1, Missouri Code of State Regulations. Appropriate boundary points shall include their state plane coordinates and grid factor.
- (4) Location of lots, streets, public highways, alleys, parks and other features with accurate dimensions in feet and decimals of feet, with the length and radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground. Dimensions shall be shown from all angle points and points of curve to lot lines.
- (5) Lots shall be numbered clearly. If blocks are to be numbered or lettered, these should be shown clearly in the center of the block.
- (6) The exact locations, widths, and names of all streets to be dedicated.
- (7) Location and width of all easements to be dedicated.
- (8) Boundary lines and description of boundary lines of any areas other than streets and alleys which are to be dedicated or reserved for public use.
- (9) Building setback lines on front and side streets in residential areas, including dimensions.
- (10) Name and address of developer and surveyors making the plat.
- (11) Scale of plat (the scale to be shown graphically and in feet per inch), date and north point.
- (12) Statement dedicating all easements, streets and other public property, properly signed and acknowledged by appropriate persons, surveyor's certification and other language as follows:

a. Legal description. An accurate legal description of the property being subdivided, including acreage.

b. Dedication.

The undersigned proprietors of the property described herein have the same to be subdivided in the manner shown on this plat and said property shall hereafter be known as _____.

It shall be sufficient description of the lots on this plat to hereafter designate the same by the number appearing near the center of the lots followed by the block number appearing near the center of the respective blocks followed by the words: _____.

An easement or license is hereby granted to the City of Branson, Missouri, to locate, construct and maintain, and to authorize the location, construction, maintenance, or use of conduits, for all and any purpose, water, gas, and sewer mains, poles, wires, anchors and appurtenances thereto, or any or all of them over, under and along the strip of land outlined on this plat and designated "UTILITY EASEMENT" or "U.E."

An easement or license is also hereby granted to the City of Branson, Missouri, to locate, construct and maintain, and to authorize the location, construction, maintenance, and use of surface drainageways and installations, and underground drainage conduits and appurtenances for drainage purposes on, under and along the strips of land outlined on this plat designed "DRAINAGE EASEMENT" or "D.E."

Streets shown on this plat and not heretofore dedicated to public use are hereby so dedicated.

Building lines or setback lines are hereby established as shown on this plat and no building or portion thereof shall be built or otherwise located between this line and the lot or street line, designated B.L.

In testimony whereof, the undersigned proprietors have hereunto set their hands this _____ day of _____ 20_____.

STATE OF MISSOURI

COUNTY OF TANEY

On this _____ day of _____,

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal at my office in said County and State and day and year last written above.

TABLE INSET:

	_____ Notary Public
--	------------------------

My Commission Expires: _____

Approved by the Planning and Zoning Commission of the City of Branson, Missouri, this: _____.

TABLE INSET:

	_____ Chairman
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Approved by the Board of Aldermen of the City of Branson, Missouri, this: _____.

TABLE INSET:

	Ordinance No. _____
	_____ Mayor
	_____ City Clerk
	_____ City Engineer

This plat prepared by:

Surveyor: _____

(13) Any signature shall have the corresponding name typed, printed or stamped beneath the signature.

(14) Supplementary documents and information to accompany the final plat:

- a. Two three-line profile prints of streets to be dedicated indicating the grades thereon.
- b. Tax certificates from both the city and county shall be submitted, stating that all taxes and encumbrances have been satisfied of record on the land to be dedicated.
- c. Five copies of any private restrictions affecting the subdivision of any part thereof for future reference by the city.
- d. Sewers (storm and sanitary). Plan and profiles of all proposed storm and sanitary sewers. Calculations for storm and sanitary sewers based on minimum design criteria

shall be included. Two additional copies of the sanitary sewer plans and a check for the appropriate amount made payable to the state for the state permit application shall be furnished for submission to state agencies.

e. Water system. Plans for water extensions and distribution lines and letter of approval from the local agency for the water supply.

f. Plans for street lighting system.

g. All construction plans shall be on standard 22-inch by 36-inch plan profile sheets.

h. Subordination of any existing easements where in conflict with proposed right-of-way.

(Code 1988, § 430.090; Code 1996, § 430.090; Ord. No. 91-13, § 430.090, 3-25-1991; Ord. No. 99-959, § 14, 10-11-1999; Ord. No. 2000-074, § 1, 4-24-2000; Ord. No. 2001-141, § 1, 11-13-2001)

Secs. 66-65--66-90. Reserved.